



# EAST LYME PUBLIC SCHOOLS

165 Boston Post Road, PO Box 220

East Lyme, CT 06333

## Device Loss/Damage Report

Per the East Lyme Public School's [One-to-One Device Program](#), all damage/loss shall be reported to the main office of your child's school or to the Distance Learning Help Desk. In addition, a completed damage/loss report must be completed by a parent/guardian and submitted to your school's main office.

### STUDENT INFORMATION

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Address: \_\_\_\_\_

Grade: \_\_\_\_\_

\_\_\_\_\_

School: \_\_\_\_\_

### Please complete the following information related to the damage/loss

Date of loss/damage: \_\_\_\_\_ Location of loss/damage: \_\_\_\_\_

Did you purchase insurance for this device?  YES  NO

#### iPad

Damaged

Lost

Stolen

#### iPad Charger

Damaged

Lost

Stolen

#### Laptop

Damaged

Lost

Stolen

#### Laptop Charger

Damaged

Lost

Stolen

Other: \_\_\_\_\_

Damaged

Lost

Stolen

### Please provide details of incident below

### A copy of a police report is required for any stolen device

Date of Police report: \_\_\_\_\_ Police report number: \_\_\_\_\_

### PARENT/GUARDIAN INFORMATION

Guardian Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_